

# SHANGHAI AMERICAN SCHOOL

## SHANGHAI AMERICAN SCHOOL JOB DESCRIPTION

**TITLE:** School Nurse – Elementary School, Puxi Campus  
**SCALE:** Local Hire Teacher Salary Scale  
**CONTRACT DAYS:** Up to 191 days

### POSITION SUMMARY

The Nurse is responsible for providing first aid care and strives to promote & maintain the wellbeing of members of the SAS community.

### SUPERVISED, EVALUATED BY & REPORTS TO

Operational Risk Manager

### QUALIFICATIONS:

Current certification, license, or other appropriate legal credential as a registered nurse, preferably with experience as a school nurse in an international setting. Prefer a current AED & CPR certificate and First Aid Certificate.

### DUTIES AND RESPONSIBILITIES

- Provide students and staff with first aid and ongoing/emergency medical care as required.
- Serve as a resource to faculty and families in all matters relating to medical and health issues.
- Process medical data of new students' admission. Maintain current and accurate health records on all students. Promote immunization stewardship.
- Biannually, send out a communiquéé to parents regarding any changes to students' medical condition and liaise with relevant faculty accordingly.
- Serve as school liaison with parents in regard to medical emergencies and matters.
- Implement annual hearing and vision screenings to preschoolers and kindergarteners respectively.
- Participate with school staff in the development and delivery of total school health programs.
- Advise Principals and staff on health matters, particularly in regard to individual students health issues and needs.
- Prepare and submit various reports as required by the administrative staff.
- Participate in staff in service and training activities.
- Advise Principals in regard to appropriate exclusion and readmission of students in matters of communicable disease.
- Perform additional duties as assigned.

### SAS BELIEVES:

- That each employee makes a significant contribution to our success,
- That contribution should not be limited with the assigned responsibilities.

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Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor SAS to only the work identified. It is the expectation of the School that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organization.